

**NOTE:** Applications received under this vacancy announcement will be rated using Merit Staffing Procedures.

**TITLE, SERIES, GRADE:** Supervisory Legal Assistant (OA)  
GS-986-9/10

**SALARY RANGE:** GS-9: \$45,012.00-\$58,521.00\* per year  
GS-10: \$49,569.00-\$64,437.00\* per year

**\*NOTE:** Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

**TYPE OF APPOINTMENT:** Permanent/Full Time

**PROMOTION POTENTIAL (IF ANY) TO:** GS-10

**VACANCY ANNOUNCEMENT NUMBER:** 06-EDCA-18 (MS)

This position is also being advertised under delegated examining procedures. Please follow the instructions outlined under Vacancy Announcement #06-EDCA-13 (DEU) to be considered under those procedures.

**AREA OF CONSIDERATION:** Permanent competitive service employees in the Federal government, including former Federal employees with reinstatement eligibility, and persons eligible for non-competitive appointment under a special hiring authority (See "Other Information" section of this announcement). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply. Well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area of Sacramento, CA may apply.

**OPENING DATE:** 9/11/06

**CLOSING DATE:** 9/22/06

**DUTY LOCATION(S):** United States Attorney's Office, Eastern District of California, Sacramento, CA

**NUMBER OF VACANCIES:** One

**POINT OF CONTACT:** Laurie Pablo

**CONTACT PHONE:** 916-554-2707

**TDD:** 916-554-2855

**E-Mail:** USACAE.Staffing@usdoj.gov

**Send application package to:** United States Attorney's Office  
ATTN: Human Resources Office  
501 I Street, Suite 10-100  
Sacramento, CA 95814

Applications may be submitted to the mailing address listed above or transmitted via e-mail to [USACAE.Staffing@usdoj.gov](mailto:USACAE.Staffing@usdoj.gov). Mailed or hand delivered applications must be received by 5:00 p.m. Pacific Standard Time on the closing date. Electronic submissions must also be received by 5:00p.m. Pacific Standard Time on the closing date of the announcement. If electronic submissions are received in an unreadable format, you will be notified via e-mail. This notification will also include a specific time limit in which to submit a hard copy application. Applications submitted using government postage or by facsimile will not be considered.

Applicants must annotate the vacancy announcement number on the application. Failure to list the announcement number on the resume or application may preclude the applicant's consideration for the position.

**NOTE:** Full performance level is GS-986-10. Any promotion is dependent upon performance at an acceptable level of competence.

Satisfactory completion of a one year probationary period may/may not be required.

Satisfactory completion of a one year supervisory probationary period may/may not be required.

**DUTIES:** The incumbent serves as a Supervisory Legal Assistant (OA) for the United States Attorney's Office, Eastern District of California, Criminal Division. Provides administrative and technical supervision to support staff who provide technical and legal assistant services to one or more Assistant United States Attorneys (AUSAs). As the first line supervisor, the incumbent organizes and directs the activities of support staff personnel assigned to the division. The incumbent instructs and trains all clerical personnel to ensure maximum production will be realized. Distributes work assignments in the office. Creates and provides oral and/or written instructional guidelines for the performance of tasks. Establishes all procedures for the division in compliance with Department of Justice regulations. Sets deadlines for work performed by subordinates. Revises work schedules to meet changes in workload considering factors such as constantly changing deadlines, case priority, availability of manpower, etc. Develops training plans for assigned employees, conducts on-

the-job training, recommends formal training when needed, and provides for back-up skills by cross training. Advises employees of the performance requirements of their positions, completes mid-year progress review reports, and prepares annual performance appraisals for employees. Recommends promotions, awards, disciplinary actions and resolves any grievances that can be resolved at the supervisory level. Holds corrective interviews with employees as necessary to address performance or conduct issues. Participates in the selection of new employees to be under his/her supervision. Approves and disapproves leave. In addition to the supervisory duties, the incumbent also provides a variety of direct legal support assistance services to serviced AUSA staff. Examines, prepares and processes a variety of technical legal documents which are characteristically voluminous and complex in format. Provides assistance to attorneys in trial preparation by performing duties such as independently compiling trial notebooks, assembling jury instructions, and compiling witness and exhibit lists. Uses original and on-line legal resources to verify citations and statutory references contained in legal documents. Ensures citations are complete and consistent with source material. Composes original letters that do not require legal interpretations, but do require a good working knowledge of legal procedures and specialized terminology. Provides a variety of direct clerical and administrative support assistance to serviced AUSA staff. Receives visitors and callers and furnishes requested information concerning status of pending and closed matters and cases, functions and general procedures of the office. Determines which matters should be referred to the AUSA and the urgency of the matter. Establishes and maintains a variety of files. Prepares appropriate documentation to obligate funds for litigation expenses and monitors for continued necessity and reviews bills and invoices and submits to budget staff for payment. Maintains calendar for assigned active cases. Maintains AUSA(s) calendar(s). Makes travel arrangements. Produces a variety of written documents and materials utilizing a wide range of office software applications. Performs duties pertinent to special projects as required. Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

**Applicants must be able to type at least 40 words per minute. Applicants must indicate their typing speed on their resume/application. Failure to list typing speed will result in a rating of ineligible. Applicants may be asked to certify or demonstrate their typing proficiency.**

Applicants must meet all requirements identified in the

Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions, GS-05, GS-06 and above, issued by the Office of Personnel Management. At the GS-9 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-8 level. Specialized experience is work directly related to the duties of the position to be filled (as described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Specialized experience for this position would include experience gained in a legal office or other similar environment where incumbent has demonstrated the ability to supervise or act as a team leader of a group of employees who are assigned to perform legal clerical work in the support of attorneys or other legal personnel. Has experience providing training, direction, or leadership over the work of an organization or has directly supervised subordinates performing duties listed in the section above.

At the GS-10 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-9 level. Specialized experience at this grade level would include experience gained in a legal office or other similar environment where the incumbent independently performed the full range of supervisory responsibilities described by the duties of the position listed above. This would include assigning and monitoring work of subordinate legal assistants and clerical staff, developing and/or providing training, monitoring performance, taking or recommending performance based or disciplinary actions, holding corrective interviews with employees, participating in hiring decisions, and other related duties.

All qualification requirements, including the 52 week time-in-grade and time after competitive appointment requirements must be met within 30 days after the closing date of the announcement and before placement in the vacant position.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

**EVALUATION METHODS:** Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and

responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Ability to supervise. (Describe any experience supervising a group of subordinates and the highest level of supervision attained in the organization. Describe the types of duties performed in a supervisory, managerial, or leadership role.)
- 2) Knowledge of legal policies, terminology, and procedures sufficient to provide legal assistant support to AUSAs and to effectively provide technical guidance and leadership to support staff. (Describe your legal experience to include the types of documents prepared. Describe experience providing technical legal guidance to other employees.)
- 3) Ability to communicate effectively both orally and in writing in order to effectively supervise staff and identify solutions to problems or questions relating to the work of the office. (Describe your experience in oral and written communications - specifically dealing with providing instructions and/or performing legal assistant duties. Describe how you used your communication skills in dealing with others. Describe the types of individuals you communicated with. Describe the types of written work products you prepared or developed and the purpose of those products. Describe the types of problems you encountered and the solutions you developed.)
- 4) Skill in the use of office automation hardware/software to produce a variety of documents, correspondence, and court exhibits. (Describe types of hardware and software programs used and for what purpose they were used and/or what products were produced.)

- 5) Ability to motivate, train, and work effectively with subordinates who have a variety of backgrounds and training. (Describe your experience in leading others, working as a group on a particular project or any experience you may have in training or providing instructions to co-workers or others.)

**HOW TO APPLY:** Applications received under this announcement will be rated under merit staffing procedures only. Applicants must indicate on the application which grade level(s) they wish to be considered for. If not specified, he/she will be considered only for up to the highest grade qualified.

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

**PERSONAL INFORMATION:**

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

**EDUCATION:**

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no

degree, show total credits earned and indicate whether semester or quarter hours)

d) Copy of college transcripts if the job vacancy requests it (if using education to meet qualification requirements, a transcript is required)

**WORK EXPERIENCE:**

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

**OTHER QUALIFICATIONS (if applicable):**

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

**OTHER DOCUMENTATION:**

- a) A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)
- b) A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. **CTAP and ICTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's preference points based upon the responses to the

knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days).

CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible.

CTAP/ICTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

**4. VETERAN'S PREFERENCE:** Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit a Standard Form 15 (SF-15) Application for 10-Point Veterans Preference (Revised December 2004), a letter from the Veterans Administration or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the SF-15. For detailed information regarding veteran's preference categories and information on how to obtain forms, please refer to the veterans guide on the Office of Personnel Management (OPM) website at:  
<http://www.opm.gov/employ/veterans/html/vetsinfo.asp>

**5. OTHER INFORMATION:** Applications must be received no later than the closing date of this announcement. Failure to submit all required documents may result in a lower ranking in the evaluation process. Relocation expenses are not authorized. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for and actual assignment and performance of higher level duties.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities or 30% or more. Appropriate documentation to support this claim for eligibility will be required.